

No.	Basic Operation Skills/Mouse/Trackpad	Grade level target mastery (suggested)	
1	Properly login/logout of system/device	K-	usually reach this point 2nd half of year
2	Identify on-screen icons and symbols for navigation	K-2	
3	Placing cursor on specific screen location	2-3	
4	Single clicking with mouse/trackpad	2-3	
5	Double clicking with mouse/trackpad	2-3	
6	Triple clicking with mouse/trackpad	2-3	
7	Using mouse/trackpad to right click	2-3	
8	Using mouse/trackpad to highlight text/objects	2-3	
9	Launch a program or app through an icon	K-2	
10	Exit a program or app	K-2	
11	Navigate to main menu/sub menus within app or program	K-2	
12	Open/close window	K-2	
13	Minimize/maximize window	K-2	
14	Manipulate scroll bars up/down-left/right	2-3	
15	Can read and follow onscreen instructions	2-3	dependent on complexity of instructions

	Input Skills		
16	Can locate and type letters	K-2	
17	Use Enter/Return key	K-2	
18	Use Space Bar efficiently	K-2	
19	Uses Delete/Backspace key as appropriate	K-2	
20	Utilizes Shift/Tab with efficiency	2-3	
21	Uses Number pad if available and applicable	2-3	
22	Enters characters through typing @ "x" wpm	variable	
23	Locates and utilizes punctuation keys efficiently	2-3	a work in progress
24	Uses proper keyboarding when typing for longer periods	2-3	variable, keyboarding often not introduced until Grade 3.

	<b>Writing Skills</b>		
25	Uses cursor to insert text in specific location	2-3	
26	Uses keyboard to type words/sentences	K-2	sometimes involves hunt and peck method
27	Can compose at the keyboard-1 <sup>st</sup> draft, 2 <sup>nd</sup> , etc.	3-5	
28	When editing, changes case appropriately	2-3	
29	When editing, replaces, deletes, inserts letters/words	2-3	Variable
30	Uses space bar appropriately	K-2	
31	Can use undo and redo on last entries	2-3	
32	Understands formatting of text	3-5	

	<b>Navigation Skills</b>		
33	Identifies symbols for advancing screens	K-2	
34	Identifies symbols for moving back screens	K-2	
35	Can play, stop, pause, rewind video	K-2	
36	Can adjust video and audio file volume	2-3	
37	Can manipulate “play” slide to advance or review in video playback	2-3	
38	Can “locate” a specific segment or clip in video	2-3	i.e. stopping video at a particular segment
39	Can manipulate various zoom functionality	2-3	might be advanced

	<b>Assessment Specific Skills</b>		
40	Enter student login ID and password	K-2	
41	Can access/change preferences/settings	2-3	Variable
42	Understands “flagging” symbol for later review in an online form	2-3	
43	Understands and can manipulate scrolling both up and down and side to side	2-3	
44	Can scroll to view questions/answers	K-2	
45	Can scroll within each box of a split screen (discerning multiple scroll bars visible on screen)	2-3	
46	Can locate directions/help menu	K-2	
47	Opens/closes dialogue box	K-2	
48	Click an underlined or hypertext to activate link	K-2	
49	Can navigate and enter equations in applications calling for them	2-3	
50	Can select/deselect objects	2-3	

51	Can drag and drop text and move in appropriate sequence	2-3	
52	Can draw line segments	K-2	